

## Operational Policy: Administration of Medication

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This policy supports reg 168 2 (d) dealing with medical conditions in children, including the matters set out in regulation 90		

### POLICY

During a session of care a child may need to have medication administered and the correct process must be followed for the safety of the child. All educators at the service must exercise extreme care when administering any form of medication. If a child requires medication prescribed by the child's medical practitioner during care, the medication must be supplied by the parent, the child cannot attend a Camp Australia service without their prescribed medication.

Medications will be administered to children as outlined in their medicine authorisation and risk minimisation plans or as detailed in their medical action plan. Under no circumstances should any medication be kept in the child's school bag.

Where a child requires medication but does not have a medical management plan/s, the responsible person and parent will need to fill in a FM017 Medicine Authorisation for One Administration or FM018 Medicine Authorisation for Multiple Administrations. For example, the child is on a course of antibiotics or has been to the dentist and needs paracetamol for pain relief.

Without a completed applicable Camp Australia medicine authorisation form, educators do not have the authority to administer any medication to children. These forms must be signed by the parent and educator. In the case of an emergency educators are to call **000** and follow the advice given. Where medication is given under the guidance of emergency services, the details of the medication and dose are to be recorded using FM004 Incident, Illness, Injury or Trauma form.

### STRATEGIES

During the enrolment process the Parent must:

- agree to Camp Australia's terms and conditions to provide the lawful authority to care for the child under the instructions of emergency services.
- provide all current, completed medical documents, refer to Camp Australia's Medical Conditions and Practices for Children policy.

### Medication:

Items considered to be medicine are defined in Camp Australia's Medical Conditions and Practices for Children policy.

- The Parent must provide all medication to the service. All medication, including over the counter type medication e.g. Panadol, Zyrtec needs to be:
  - Labelled with the child's name and dosage\* (where possible with a chemist label, in some state this is mandatory)
  - In its original packaging (any blister packs supplied are to be intact)
  - Within the expiry date
  - Confirm the written medical practitioner's prescribed dosage matches the risk minimisation and communication plan as filled in by the parent on the Parent Portal **and** the pharmacist label affixed to the medication packaging.

\*Note Camp Australia staff are not to separate, split or cut tablets into portions.

- Medicine authorisations must be reviewed by the responsible person when reviewing medical documentation and prior to administering medication to ensure the medication being given is authorised.
- The responsible person is to store medication in a safe place out of reach of children with clear signage advising where the medication is kept. Under no circumstances should any medication be kept in the child's school bag.
- The responsible person will advise the parent that medications will not be administered if it:
  - is labelled for another person or
  - does not have the correct label with the child's name and dosage
  - is not within the expiry date
  - is not in its original packaging
- The responsible person will advise the parent that only the prescribed dose will be administered to the child unless there is a formal letter from the child's medical practitioner. In this instance, the service's responsible person will file the letter in the child's file and write a note on the medication authorisation form.
- Where a child is to have insulin and the dose is not calculated by the child's device, the responsible person is to ask the parent to text the dose to the service phone.
- Where medication has expired the responsible person will return the medication to the parent where possible. Where medication cannot be returned to the parent, it is to be returned to a pharmacy for safe disposal of unwanted medicines.

### **Administering Medications**

- All medication is to be administered as detailed on the child's current and completed medicine authorisation form/s.
- Educators before administering the medication, are to wash their hands, confirm the medication is the correct one, confirm the right dosage and confirm the identity of the child before administering the medication.
- If the service is doubled staffed, the second person will check the dosage of the medication, the identity of the child receiving the medication and witness its administration.
- Where a parent has approved for their child to be given medication, after the administration, the responsible person must have the parent/authorised person acknowledge the administration by a signature on the applicable administration form. The parent/authorised person needs to sign the form prior to signing the child out of the service.

### **Self-Administration of Medications**

As approved provider Camp Australia recognises that in certain circumstances it may be appropriate for a child to take ownership of their health and wellbeing by self – administering medications required while under the supervision of an educator to support their medical needs.

- In these circumstances the parent of the child is required to record their request on their child's medicine authorisation and discuss this request with the service responsible person, providing details of which medications they would like their child to self-administer and how they would like this to occur.
- The responsible person will then discuss this request with their regional manager who will work with the service and family to review the safety of this practice and determine if this request can be facilitated.

- In the event that the practice is deemed unsafe, the parent of the child will be contacted and as per our Acceptance and Refusals of Authorisation policy and advised this request will not be approved.
- If approved, then the medicine authorisation form will be updated to include the consent from both the child's parent and regional manager and the Risk Minimisation and Communication Plan will be updated to include the agreed process for self-administration for each medication.

In the case of self-administration of medications (such as Ventolin) the following procedure will apply:

- medication will be stored in the central medication storage area unless in use and the child will approach an educator to ask them to collect it for them as needed.
- prior to providing the medication to the child an educator will check the expiration date and details on the child's medicine authorisation form and Risk Minimisation and Communication Plan for how to administer and dosage requirements and will review this with the child.
- The child will be supervised by an educator while self-administering medication and will return the medication to the storage area after each use.
- The educator will record the medication administration on the medicine authorisation form and will monitor the child to ensure they do not need further assistance.

In the case of self-administration of insulin via insulin pump the following procedure will apply -

- The parent of the child will provide the service with a completed FM021 Blood Glucose and Carbohydrates form and a Medicine Authorisation form on arrival at the service for each session and will review requirements for entering data into the insulin pump during the session with staff on duty.
- Prior to inputting data into the insulin pump the child will be asked to communicate the data to be entered to an educator, who will review it to ensure it aligns with information provided by the child's parent and/or listed on each item in the child's hypo kit by the child's parent.
- The educator will record data that will be entered using the FM021 Blood Glucose and Carbohydrates form. If any discrepancies are noted, then parent of the child will be contacted for further clarification prior to completing this step.
- An educator will supervise while the child inputs the data into their insulin pump to ensure it aligns with data recorded and will stay with the child while the pump is activated.
- The educator will then record the time and date the child self-administered the insulin on their medicine authorisation form.

For all other medications, the process will be determined by the child's parent, Regional Manager and service staff. This process will be detailed in the child's Risk Minimisation Plan.

### **Emergency Situations Where Administering Medication is Considered Authorised:**

In the case of emergency situations regulation 93 (5) Administration of medication will be followed:

In this regulation the administration of medication to a child is authorised if an

authorisation to administer the medication in the case of an emergency, is given verbally by—

- (i) a parent or a person named in the child's enrolment record as authorised to consent to administration of medication; or
- (ii) if a parent or person named in the enrolment record cannot reasonably be contacted in the circumstances, a registered medical practitioner or an emergency service.

## **Anaphylaxis and Asthma Emergency Situations Where there is an Exception to Authorisation requirement**

### **In the case of an emergency situation regulation 94 Exception to authorisation requirement—anaphylaxis or asthma emergency**

Medication may be administered to a child without an authorisation in case of an anaphylaxis or asthma emergency. If medication is administered under this regulation, the nominated supervisor must ensure that the following are notified as soon as practicable—

- (a) a parent of the child;
- (b) emergency services.

<b>External Information References:</b>	
<b>Education and Care Services National Law 2010</b>	Section 2A Paramount Consideration – safety rights and best interests of children Section 51
<b>Education and Care Services National Regulations 2011</b>	Division 4 Administration of Medication Regulation 92 Medication Record Regulation 93 Administration of Medication Regulation 94 Exception to Authorisation Requirement – Anaphylaxis or Asthma Emergency Regulation 95 Self-administration of Medication
<b>National Quality Framework</b>	Quality Area 2
<b>Staying Healthy in childcare</b>	Part 2 Part 3